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3 January 1957

MEMORANDUM FOR: Acting Director of Training

FROM: Chief, Plans and Policy Staff

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SUBJECT: Weekly Activity Report #1

I. COMPLETED PROJECTS

A. Activist Reserve Program

A memorandum was prepared for C [redacted] concerning the Activist Reserve Program, setting forth DTR's concepts of this Program and indicating OTR's willingness to give the Program full support.

B. Agency Civilian Reserve

Plans and Policy Staff and the A&E Staff reviewed a draft project outline prepared by the Office of Personnel concerning the Agency Civilian Reserve. Comments regarding this paper were submitted to [redacted] In general, the interests of the Office of Training are appropriately reflected in this paper.

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II. NEW PROJECTS

None

III. PROJECTS IN PROCESS

A. Five Per Cent Training Policy

Presently under review are one job training course in the Office of Security, six job training courses in the Management Staff, six job training courses in FDD/OO and one job training course in A&E/TR. Approval of one Management Staff course was given after the receipt of information about the course which had been requested earlier.

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**B. Training Requirements for the Clandestine Services**

Forms being revised; other components have been asked for modifications necessary to their sections.

**C. OTR Regulation, "Publications"- First draft prepared.**

**D. OTR Regulation, "Review of Non-OTR Training."**

**IV. MEETINGS ATTENDED**

At the request of representatives of FE-4, a member of the Plans Staff arranged for coordination with Chief of Foreign Training Branch, G-3, Department of the Army, on a question of training foreign nationals in this country.

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**V. PUBLICATIONS**

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**A. OTR Catalog**

Headquarters Catalogs [redacted]

[redacted] (General edition): proofs, for final check, are being processed in PPS. Intra-Agency distribution estimate: late January.

**B. OTR Bulletin**

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1. It is planned that Issue 23, February, will be distributed to approximately [redacted] CIA executive and line supervisors in both the General and Clandestine Services editions. School and Staff Chiefs are requested to advise personnel attending their weekly staff meetings that news items, course announcements, articles and other materials for the February issue are due in the Editor's office 15 January.

2. Two hundred twenty-nine copies, with the DTR's card enclosed, were distributed during December to graduates of OTR courses who had returned to their component offices in DD/I, DD/S and DD/P. In October, when this personalized mailing commenced, the total was 39 copies; in November, 154 copies.

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